United Nations ST/IC/2014/22

Secretariat

18 August 2014

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the sixty-ninth session of the General Assembly for staff members at United Nations Headquarters**

1. In accordance with rule 1 of the rules of procedure of the General Assembly, as amended by Assembly resolution 57/301, the sixty-ninth session of the Assembly will open on Tuesday, 16 September 2014. Accordingly, from 16 September 2014 until the last day of the main part of the regular session of the Assembly, normal working hours will be eight and a half hours per day for staff members based in New York.

2. In accordance with Secretary-General's Bulletin ST/SGB/2003/4, heads of departments or offices may authorize flexible working arrangements, subject to exigencies of service. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the sixty-ninth session of the General Assembly until further notice, normal working hours will again be eight hours per day.

* Expiration date of the present information circular: 31 December 2014.

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